

# Creating a Catalog for Your Family History Center

## for the FamilySearch Wiki

Below are guidelines for Family History Centers who have interest in creating an online catalog of the books and materials held at their local center.

### **1) Creating Your Catalog**

- Start your catalog in a Word document or an Excel spreadsheet.
- Create a new line or column for each category mentioned in Step 2.
  - You may divide the document into two sections for books and films.
- See the appendix for an example catalog.

### **2) Gathering Bibliographic Information**

- *Title*. List the title from title page on the inside of the book, rather than the front cover. If only a cover title is provided, list it.
  - If the item is a periodical, list the volume and issue.
- *Author(s) or compiler(s)*. Names of people or societies can usually be found on the first few pages. Some may be listed at the back of the work.
  - If not present, leave blank or mark “unknown.”
- *Year*. List the publication/compilation year and edition, if given. If the work is unpublished, an estimated date may be used, indicated in brackets followed by a question mark, e.g., [1971?]
  - If not present, leave blank or mark “unknown.”

Recommended:

- *Call number label or shelf location*. If your FHC uses a system to indicate the location of an item, it will be useful to list it.
- *Notes*. This may include surnames, localities, a summary, language, or any other pertinent information.

### **Microfilm/Microfiche Collection:**

The microfilm location will no longer be available on the FamilySearch catalog. If you would like to keep track of your microfilm/microfiche, you will need to create an additional list for your catalog.

- *Film/Fiche Number*. This can be found on the box or envelope.

- *Material Type*. Film or fiche (e.g., 16mm film, 35mm film, number of fiche parts).
- *Notes*. You may do a search in the FamilySearch catalog for your film/fiche if you would like to include more information on the items.

### **3) Submitting Your Catalog**

- Completed catalogs will need to be submitted directly to the Wiki team for upload through [wikisupport@familysearch.org](mailto:wikisupport@familysearch.org)
  - Clearly state the name and location of your FHC in your email.
- Your FamilySearch Wiki page will link directly to your catalog. The link will open as a PDF, text-searchable using CTRL+F.
- If you need to update your catalog, make the needed changes to your original document and send the new file to the Wiki team for upload.

### **4) Downsizing Your Collection**

If you are receiving instructions to downsize your collection (books/periodicals/microfilm/microfiche), please contact your area presidency for approval and contact the Salt Lake City Family History Library for guidance.

Family History Library Donations:

- [books@familysearch.org](mailto:books@familysearch.org)
- (801) 240-1855

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Example PDF catalog of document as appendix